



90 Days to Complete Records Management (RM) Compliance with Shinydrive

Onboard users with zero disruption of business processes and zero end-user impact regardless of the size of deployment. Bring unstructured content under lifecycle control with maximum velocity.



Prerequisites: Preliminary activity

Identify your current unstructured data and build a strategy around ingestion before deploying Shinydrive.



- Identify the content marked for ingestion (shared drives, My Documents folders, legacy systems)
- Associate individuals into logical business groups
- Identify RM requirements including content restrictions, attribution and permissions

Maximize the amount of content you can place under RM control by taking a simple approach to business groups. Excessive granularity can create complexity and delay your launch. We recommend natural groups based on departments (Finance, HR, Marketing, Sales) to increase adoption velocity.



Shinydrive Rollout: **Day 1**

Once the groundwork has been laid out, Shinydrive looks to deliver complete user adoption, document compliance and the elimination of your unstructured content stores in 90 days - starting now.

- Setup profiles for each business group and identify target locations in the ECM
- Prepare users for the incoming systems through socialization (announcement emails, introductory videos)



Shinydrive Rollout: **Day 3**

Users set and forget Shinydrive as it works quietly in the background migrating data into the ECM. There is zero user training required and no disruption to day-to-day workflows. The ECM is now powering Windows Explorer and Outlook for all users and is available on all mobile devices.

- MSI push of client software to all users
- Ability to write to unmanaged drives completely shut down, all active content is now being completely managed in the ECM
- User lead migration starts working, moving all work-in-progress data into content server



Full Compliance: **DAY 7**

All of your users and all of your active content is now being managed by your ECM. Users experience zero disruption to their day-to-day workflows while the user-led migration has been quietly moving active content into the ECM.

- Support, feedback and continued socialization (reminder emails)



Shared Drive Elimination: **Day 90**

After a 90 day period, any remaining content still within the unstructured repositories that has not been touched are candidates for archiving, which frees organizations to take a more aggressive approach to the remaining data.

- Remaining unstructured content can be bulk imported, archived or pruned
- SHARED DRIVES ARE NOW GONE
- All relevant content is in your ECM with proper RM and attributes
- All users are compliant